

**City of Auburn
Technology Commission
Auburn City Hall
1225 Lincoln Way, Auburn, CA 95603
Phone (530) 823-4211**

MINUTES OF OCTOBER 13, 2011

Commissioners Present

Richard Owens, Chair
George Preston, Member
Glenn Tonkin, Member

Absent

Paul Mercurio, Vice Chair
Teresa Schredl, Member

Auburn City Staff Present

Robert Richardson, City Manager
Andy Heath, Finance Director

Guests

None

Call to Order

Commissioner Owens called the meeting to order at 4:36 pm. It was noted that a quorum of members was present for the meeting.

Approval of Agenda

Tonkin moved, Preston seconded, agenda approved as presented.

Approval of Minutes

September 8, 2011: corrected spelling of Mercurio and Jeff. Preston moved, Tonkin seconded, minutes approved unanimously as corrected.

July 14, 2011 revised and resubmitted: Preston moved, Tonkin seconded, minutes approved unanimously.

Old Business

Technology Commission Work Plan

Commission sought guidance from City Manager and Finance Director regarding City priorities in the Commission's submitted 2011 Work Plan. Bob Richardson said the Commission's two biggest priorities should be (1) evaluation and recommendations for a new phone system and (2) analysis of alternatives and recommendations as to the feasibility of moving information technology functions off City premises. Commission is encouraged to speak with all City departments who may have knowledge and/or a stake in the outcome.

Andy Heath said getting a new phone system is "ASAP" urgency; scope should cover City Hall, Police Department, corporate yard, and fire stations, if feasible. Particular requirements of the public safety departments (Police and Fire) may complicate or restrict the options.

Tonkin pointed out that some of an optimized phone system might be in the cloud, i.e. part of an off-premises IT system. Guidance in response was that an interim phone fix and eventual migration of the phone system to the cloud is acceptable if the commission evaluates that is the best approach; we are to present all the feasible options with their pros and cons.

Bob Richardson assured the Commission that we are to have access to any City staff and all

aspects of the current phone and IT systems. He commented that we would probably spend most interview time with Andy Heath and the public safety departments. He suggested that in our interviews we ask the police and fire chiefs for their ideas on incorporating Emergency Operating Centers and/or mobile units in the new capabilities.

Owens asked if the city has any particular Minority Owned Business and/or Women Owned Business requirements for procurements. Richardson said there are no specific requirements other than those in an earlier RFQ boilerplate.

Action – Owens will follow up with Andy Heath to get a copy of the earlier city RFQ for a new phone system.

Action – at Bob Richardson's invitation, Owens will attend an October 17 department heads meeting to be introduced and to summarize the project.

Wastewater Treatment Plant update

Wave Broadband put in a 10 Mb/s connection to the Internet but still needs to install 10 Mb/s direct connection to the City.

Action – Public Works head Bernie Schroeder will be asked to set up a meeting among Wave, J4, Tonkin and/or Owens.

Potential vendor research

(Mercurio) Report deferred. Scope will probably be reduced to phone vendors only.

Action – Owens will begin preliminary screening.

Data binder

(Schredl) Report deferred.

Action – Preston follow up with Schredl.

Fiber map review

Action – Tonkin get fiber map binder to Owens.

Next steps

After October 17 meeting, Owens will assign interview responsibilities.

Action – Commissioners provide questions to Chair for interviews of department heads, e.g., "what current phone capabilities/needs we need to know about?"

Wave customer complaint

Report deferred.

Action – Preston follow up with Wave Broadband.

New Business

None

Other Business

ACTV Update

Board meeting was held October 6. Studio equipment inventory is almost complete; quite a bit will be recycled. Two new shows are in production. Recruiting of new volunteers continues. City Council chamber camera is not functioning properly.

Information and Announcements

Tonkin will be out of town the week of October 24.

Date and Time of Next Meeting

Next regular meeting Thursday, November 10, 2011, 4:30 pm. Room 10, City Hall.

Adjournment

Chair adjourned the meeting without objection at 6:06 pm.

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| APPROVAL ATTESTED TO: |
| Richard Owens, Chair, Technology Commission |